



STAYCONNECTED

# **Wellbeing strategies for hybrid work settings**

Key components of a digital  
wellbeing policy

Component	STAY CONNECTED Toolkit Example (Pages 29-31)	Your policy ideas
Flexible work arrangements	Flex hours and time-off boundaries	
Digital detox and breaks	Scheduled “offline” periods	
Managing notifications	Limit alerts during focus time	
Wellbeing support resources	Access to apps (Headspace, BreakTimer) and mindfulness programs	
Team communication protocols	Clear “response time” expectations	

Action plan	
Action 1	<i>Describe one step you will take to improve your digital wellbeing practice</i>
Action 2	<i>Propose a new digital wellbeing guideline for your team (e.g., “no meeting” afternoons, status-check pauses)</i>

(add more Actions if needed )

Next steps
<p><b>(Adapt accordingly)</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Implement one of the proposed changes for a week.</li><li><input type="checkbox"/> Collect feedback from your team and adjust the policy if needed</li><li><input type="checkbox"/> Share your reflections and outcomes at the next team meeting.</li></ul>



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